



LIBRARIES

**Library Board of Trustees Meeting
Wednesday, October 23, 2019, 9:30 am
Columbia Falls City Council Chambers
MEETING MINUTES**

Present: Marsha Sultz, Connie Leistiko, Doug Adams, Heidi Roedel, Al Logan via remote access (Board); Connie Behe, Teri Dugan, Martha Furman, Sean Anderson, Tony Edmundson (Staff); Charlotte Housel (Foundation).

- A. Call to Order:** M. Sultz called the meeting to order at 9:30 am.
- B. Open time for persons to address the Board on matters within the Board's jurisdiction.** Tricia McCarthy was present as an interested public citizen. Tony Edmundson, ImagineIF Columbia Falls Manager, gave updates about activities and programs happening in the library in Columbia Falls.
- C. Approval of Minutes** Wednesday, September 25, 2019 **(ACTION)**
Moved by C. Leistiko "to approve the September 25, 2019 Board Minutes as presented."
Seconded by D. Adams
Unanimous Vote
All Approve **APPROVED**
- D. Reports**
Moved by A. Logan "to accept the FY20 September Financial Report as presented."
Seconded by H. Roedel
Unanimous Vote
All Accept **ACCEPTED**
- A. Director and Staff Report
- Behe reported the Friends of the Library book sale raised \$15,000.
 - A new series in Bigfork, focusing on Social Isolation population groups is planned.
 - Behe asked the board to consider upgrading the Bigfork Library Advisor position held by D. McMullin to that of Library Manager II in the future. Behe will bring that proposal to the Library Board during the FY21 Budget planning cycle.
 - Behe recommended the movie *The Public*.
 - Behe will be presenting a program called *Managing Transitions* to all staff.
- B. Foundation Report- Housel
- Housel is currently writing several grants.
 - The Library Foundation Fall newsletter will feature the interactive play veterinary clinic.
 - The Foundation annual appeal will be distributed in November.
 - Volunteers and Board members spent the day clearing brush from the new Bigfork library building.
 - The Bias Brewing block party raised \$1900 for the library.

- C. Facilities Report- Logan
 - Logan shared the discussion from the October 10th Facilities Committee meeting.
 - Kalispell Mall owners will be invited to a future board meeting to close the communication loop.
 - The committee plans to look into building insurance for the new Bigfork library building.
 - The committee is considering outside consultation in the research of defining adequate standards of facilities.
- D. Statistics
 - Anderson reported quarterly statistics. 25% of the year has elapsed.
 - Total Children’s Circulation is 24% toward its completion goal. Total adult circulation is on track. Digital format checkouts continue to grow.
 - Teens attending teen focused programming statistics are on track to meet goals while adults attending adult focused programs are ahead of planned goals.

E. New Business

A. Policy updates- **ACTION**

The Policy committee presented and Policies, 4003, 4004 and 4004-4. Updates and formatting recommendations were given. Discussion and review took place.

Policy 4003 Special Reference and Research Services

Moved by H. Roedel “to approve Policy 4003 Special Reference and Research Services Policy as presented.”

Seconded by C. Leistiko

Unanimous Vote

APPROVED

Policy 4004 Meeting Room Use

Moved by C. Leisitko “to approve Policy 4004 Meeting Room Use Policy as presented.”

Discussion: Discussion centered on omitting the statement “Any use of the meeting room that disturbs regular library operations is not permitted.” The board decided to include the following language: “Any use of the meeting room that violates the Library Rules of Conduct is not permitted.”

Seconded by D. Adams

Unanimous Vote

All Approve

APPROVED

Policy 4004-04- Marion Branch Meeting Room Use

Moved by C. Leistiko “to approve Policy 4004-04 Marion Branch Meeting Room Use as presented with updates.”

Seconded by D. Adams

Unanimous Vote

All Approve

APPROVED

B. Early Closure Thanksgiving Eve at 5pm- **ACTION**

Moved by H. Roedel “to close at 5pm on Wednesday, November 27th.”

Seconded by D. Adams, C. Leistiko

Unanimous Vote

APPROVED

F. Housekeeping

Next Regular Meeting: Wednesday, December 4th, 2019, 9:30-12, Bigfork, MT.

Library Board Retreat, Wednesday, October 30, 2019, 9am-4pm, Museum at Central School.

Library Foundation Board Retreat, Wednesday, December 4, 2019, 12-4, Flathead Lake Lodge.

Public Library Association Conference, Nashville, TN, February 25-29th, 2020.

Montana Library Association Conference, Missoula, MT, April 1-4, 2020.

G. Adjourn 11:17 AM.